



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner

**VACANCY NOTICE**

**MAY 27, 2010**

**RHODE ISLAND DEPARTMENT OF EDUCATION  
OFFICE OF MULTIPLE PATHWAYS**

**\*ADMINISTRATOR, CAREER & TECHNICAL EDUCATION**

**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **JUNE 10, 2010.**

**APPLICATION REQUIREMENTS:**

Send resume, cover letter, and two current letters of reference to:

Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to  
[lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

Signed letters of reference should be mailed.

**PLEASE NOTE:**

**Candidates selected for interview will be required to submit official transcripts.**

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, RIFT)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**\* SUBJECT TO FTE AND FUND AVAILABILITY**

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

[www.ride.ri.gov](http://www.ride.ri.gov)

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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Administrator, Career and Technical Education

**GENERAL STATEMENT OF DUTIES:** This position is responsible for the direction, coordination and leadership and support of the career and technical education programs. The incumbent will identify, design, plan and implement the objectives set by the department; providing leadership to staff and outside stakeholders to ensure the compliance of applicable laws, acts, rules and/or regulations are met.

**SUPERVISION RECEIVED:** Works under the direction of a director with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to program and professional standards.

**SUPERVISION EXERCISED:** Responsible for leading the work of assigned staff. Incumbent establishes work plans, performance goals, performance coaching, and the development of assigned staff. Incumbent provides input into the performance assessment of staff assigned and/or in peer or colleague review, as appropriate in cooperation with Director or Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Responsible for and provides leadership in development, implementation and administration of statewide policies; and procedures for career and technical school improvement and reform through technical assistance and by approving technical guidance documents for use by career and technical centers to inform their efforts to meet federal and state policy and implement research-based best practice.

Responsible for the statewide leadership and involvement in the development of the state career and technical education system including the incorporation of applied and contextual learning for all students.

Leads inter-agency/inter-governmental collaboration and coordination, in planning and conducting appropriate meetings with network partnerships to effectively enhance performance and lead innovation in the field.

Initiates the coordination and articulation of programs and services on all aspects of state Career and Technical programs.

Review and provide leadership in the administration of grant programs.

Serves as the primary contact with various publics to advance federal and state agenda regarding policies and reforms related to Career and Technical Education.

Performs related work as assigned.

**REQUIRED QUALIFICATIONS:**

## **KNOWLEDGE AND SKILLS:**

Knowledge of applicable federal, state and local laws, rules and regulations.

Knowledge of career and technical educational reform and assessment.

Knowledge of program development, approval and management.

Knowledge of grant writing, fiscal process requirements and budget management.

Knowledge of current educational research and best practices particularly in career and technical education.

Knowledge of school systems, operations and strategic planning.

Skilled in creating work plans and coordinating the work of staff.

Skilled in conducting research and organizing information.

Skilled in working collaboratively.

Knowledge of principles of management, organizing, directing and evaluating effectiveness of programs.

Ability to motivate a small staff as well as a large complex services delivery system.

Knowledge and experience of the many facets of adult literacy systems, including issues of standards, professional development, accountability, resources, philosophies and methodologies.

Knowledge of financial management, budgeting, information systems and RFP processes. A strong and effective background in supervising professional staff, particularly educators, and in delegating responsibilities.

Demonstrated ability to manage multiple priorities

Excellent oral and written communication skills, including effective public speaking.

Demonstrated ability to work with a wide range of stakeholders.

**EDUCATION:** Master's Degree in Education or a related field.

**EXPERIENCE:** Five years of education administration or related experience

and/or any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability:**

Date: April 2010